



SAINT PAUL
MINNESOTA



OFFICE OF NEIGHBORHOOD SAFETY MANAGEMENT ASSISTANT I





Executive Support

- Complete a broad variety of administrative tasks for the Office Director, including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plan, coordinate, and ensure the Director's schedule is followed and respected.
- Provide "concierge" and "openness" role, creating win-win situations for direct access to the Office Director's time and office.
- With direction from the Director and CAO Office, research, prioritize, and follow up on incoming issues and concerns addressed to the Office Director, including those of a sensitive or confidential nature.
- Work closely and effectively with the Office Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Office Director updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Director's ability to effectively lead.

- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Perform additional duties as assigned by CAO office .
- Perform other related duties as assigned.

Senior Management Liaison

- Participate as a member of the Lead and Senior Lead Teams, including assisting in scheduling meetings and attending all meetings.
- Assist in coordinating the agenda of Lead and Senior Lead Team meetings and off-sites, and all-staff meetings.
- Facilitate cross-divisional coordination of travel and outreach plans.

Communications, Partnerships, and Outreach

- Ensure that the Office Director's bio is kept updated and respond to requests for materials regarding the Director and the Office (ONS) in general.
- Edit and complete first drafts for written communications to external stakeholders.





Qualifications/Skills

- High school diploma required; Bachelor's degree preferred in Public Policy, Social Justice, Criminal Justice, Business Administration, Public Administration, or related field.
- At Experience working with elected officials, law enforcement, neighborhood organizations, residents and/or churches. Knowledge of the community and social issues. Good analytic and interpersonal skills least 5 years of experience in supportive role to senior executive.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to prepare reports or recommendations clearly and concisely.
- Must be a pro-active, self-starter who is able to take the lead on tasks with minimal direction.
- Effective communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships.
- Exceptional organizational awareness and the ability to analyze and brief senior leaders.
- Consistent ability to exercise sound judgment and discretion.
- Flexible and creative problem solver with result-oriented focus.
- Strong analytic and organizational skills with demonstrated attention to facts and detail.
- Ability to effectively manage multiple projects simultaneously.
- Ability to identify and analyze problems and to propose and implement solutions.
- Ability to collaborate with individuals at all levels of the agency.
- Ability to establish and maintain effective working relationships with City officials, community and business groups and members of the public.
- High level of proficiency in Slack, Visio, and MSOffice products, including SharePoint and MSProject.
- Previous experience in government or public sector preferred.

Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is **\$49,462.40 - \$69,534.40** annually. Starting salary is dependent upon experience and qualifications.





CITY PAID BENEFITS

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

OPTIONAL BENEFITS

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

THE PROCESS

Complete an application and submit your resume, cover letter, and three references online at stpaul.gov/jobs. The cover letter should include a description of why you are interested in the position and how your skills make you an excellent candidate.

Additional information about the City of Saint Paul can be found at www.stpaul.gov.



City of Saint Paul At-a-Glance

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government
- .
- Melvin Carter is the 46th, and first African-American mayor of the City of Saint Paul and was reelected for a second term in 2021.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.

